

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
JUNE 17, 2002**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, June 17, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Dr. Frederic Siegelman of the Environmental Protection Agency led the meeting. The Agenda is shown in Attachment A. The List of Comments is shown in Attachment B. Action Items are shown in Attachment C. The List of Participants is shown in Attachment D. *The purpose of the meeting was to address items of importance identified in the Agenda.*

INTRODUCTION

Dr. Siegelman called the meeting to order and took attendance.

APPROVAL OF PAST MINUTES

The minutes from the April 15, April 29, May 06, and June 03, 2002, teleconferences were reviewed and approved as amended.

STATUS OF PREPARATIONS FOR NELAC 8

Dr. Siegelman reported that all documents, as discussed during previous teleconferences and listed below, will be posted on the website:

- NELAC 8 Quality Systems Voting Items Explanation
- NELAC Plus 17025
- NELAC 8 Proposed Changes to ISO 17025: Quality System
- NELAC 8 Proposed Changes to Chapter 5: Quality System
- ISO 17025 Abstract of Proposed Changes
- Quality Systems Abstract of Proposed Changes

Dr. Siegelman reminded those members making presentations at NELAC 8 to supply Anteon with a copy of handouts used and any PowerPoint presentations. He also reported that use of a speakerphone would be available for absentee presenters at the Conference. Dr. Siegelman noted that he has asked Sheila Meyers to assist in facilitating the Quality Systems session of the Conference.

NEW AND UNRESOLVED COMMENTS

Dr. Siegelman reported that he and Silky Labie have been invited to participate in the June 19, 2002, teleconference with Electronic Data Standards Council (EDSC). The purpose of this participation would be to present ideas as to how NELAC might collaborate with EDSC on standards activities. Dr. Siegelman will participate in this teleconference and will forward information he receives to the Committee members.

Comment #11 – Jeff Nielsen presented the modifications he made to the Continuing Calibration Verification language found in Section 5.9.4.2.2. He will incorporate the comments received during the ensuing discussion and will distribute to all members via e-mail. Work will continue on this Section after NELAC 8.

Comment #18 – Dave Mendenhall has prepared a table to address this comment, showing words and phrases found in the Standard that are difficult to audit. As the allotted teleconference time was nearly up, he suggested that this table be reviewed at the next teleconference.

Comment #53 – Charlie Hooper noted that Carl Kircher's suggested changes to the text are clerical/editorial in nature. The members accepted the proposed changes. As the changes are editorial Dr. Siegelman will inquire if it is possible to have them made after NELAC 8.

Comment #56 has been received and it will be reviewed, as well as a lead for it chosen, at the next teleconference.

NEW BUSINESS

Dr. Siegelman will send an e-mail to all the members asking for suggestions for a replacement on the Committee for Marty Casstevens, to be discussed at the next teleconference.

ADJOURNMENT

There being no further business, the meeting was adjourned.

NEXT MEETING

The next teleconference is scheduled for Monday, July 01, 2002, at 1:00 p.m., EDT.

**AGENDA
QUALITY SYSTEMS COMMITTEE MEETING
JUNE 17, 2002**

1. Review of Previous Minutes
2. Status of Preparations for NELAC 8
3. Discussion of New and Unresolved Comments
4. New Business

**LIST OF COMMENTS
QUALITY SYSTEMS COMMITTEE MEETING
JUNE 17, 2002**

This is a chronological listing of comments received by the Quality Systems committee. It also includes important issues that the committee chose to track by inclusion in this list. Where a comment received by the committee addressed more than one issue, these comments have been divided into parts to address each issue (e.g. 23A, 23B, 23C etc.).

1. New or reconditioned instruments.
2. Accrediting Authorities (AAs) recommendation on subcontracting.
3. Electronic signatures.
4. One standard calibration.
5. Electronic data and hard copy data.
6. PBMS subcommittee request for direction.
7. Culture media.
8. Quality Control Data in Final Report.
9. Editorial change: reference in 5.1.b to 1.9.2 should be to 1.8.2.
10. 5.11.1 Sample Tracking.
11. 5.9.4.2.2 Continuing Instrument Calibration Verification.
12. Testing Microbiology Samples for free chlorine.
13. Calibrating salinity, conductivity, temperature meters.
14. Sample Tracking and Continuing Calibration Verification.
 - 14A. Sample Tracking.
 - 14B. Continuing Calibration Verification.
15. Response to AIHA.
16. Blank Contamination.
17. Requirement for Continuing Calibration. for analysis on day when initial Calibration done.
18. Question from On-site committee concerning definition of temporal changes.
19. Relationship of EPA published methods to laboratory SOPs.
20. NELAC relationship with other Asbestos Accrediting Bodies.
21. Data Integrity.
22. PBMS language.
23. Comments on ISO 17025 draft.
 - 23A.. Uncertainty, comment concerning section 5.5.4.6.1.
 - 23B. Uncertainty comment concerning section 5.5.4.6.2.
 - 23C. Instrument Calibration comment concerning section 5.5.5.2.2.
 - 23D. Initial Instrument Calibration comment concerning section 5.5.5.2.2.1.
 - 23E. Data qualifiers for Initial Calibration comment concerning section 5.9.4.2.1.g.
 - 23F. Two Standards and a Blank, One standard Calibration comment concerning section 5.9.4.2.1.i .

24. Comments on PBMS draft.
25. Tiered approach for PBMS.
26. Changes to ISO 17025 Document.
 - 26A. Quality Manual title page requirements 5.4.2.3.
 - 26B. Subcontracting.
27. Quality Manual Detail.
28. One standard calibration text.
29. Change to proposed PBMS draft.
30. Editorial changes to sections 5.4.3.3.3 and 5.5.4.7.2.
31. Comment on LCS.
32. Ideas on how to facilitate voting at Annual meeting.
33. Evaluation of MS/MSD and LCS.
 - 33A. Evaluation of MS/MSD.
 - 33B. Evaluation of LCS.
 - 33C. Editorial change regarding surrogates.
34. Referral to Accreditation Process Committee on NELAC relationship to other Accrediting Bodies.
35. Microbiology Filtration Series, Sanitizing Funnels.
36. Terms and Definitions.
37. Uncertainty.
38. Small Laboratory Issues.
39. Cross reference current NELAC standard and 17025 based standard.
40. Client Notification.
41. Relationship of the NELAC standard to QAPPS, SAPS and WAPS.
42. PQL/RL EPA guidance and NELAC standard relationship.
43. Change to subcontracting text in proposed ISO 17025 Draft.
44. Sample Receipt and Custody.
45. DOCs of individual parameters.
46. Revision to standard's Methods text
47. Calibration: change to section 5.9.4.2.1.f.
48. Use of most recent version of test method for Analyst training: Interpretation section of 5.6.2 (c)(4).
49. Calibration laboratory and calibration certificates.
50. Electronic records.
51. Inquiry about Degree granting institutions' accreditation for degrees beyond B.S. level.
52. Quantitation and Continuing Calibration, Two Standards and a blank, and Continuing Calibration variation.
 - 52A. Quantitation and Continuing Calibration comment concerning section 5.9.4.2.1.c.
 - 52B. Two Standards and a blank comment concerning section 5.9.4.2.1.i.
 - 52C. Continuing Calibration variation comment concerning section 5.9.4.2.2b.
53. Editorial renumbering change concerning sections D.1.1 a, b, c.
54. Continuing instrument calibration variation concerning section. 5.9.4.2.2.b.
55. Electronic Data Reporting standard.
56. Duplicate Analyses.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
JUNE 17, 2002**

Item No.	Date Proposed	Action	Date to be Completed
1.	06/17/02	No action items were proposed at this teleconference.	
2.		Contact Mr. Siders regarding NELAC 8 PBMS presentation (Siegelman)	04/22/02

**LIST OF PARTICIPANTS
QUALITY SYSTEMS COMMITTEE MEETING
JUNE 17, 2002**

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